



HEADQUARTERS
CIVIL AIR PATROL CONNECTICUT WING
2013 CTWG ENCAMPMENT
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PROCESS FOR NOMINATING AND PRESENTING CANDIDATES FOR AWARDS

THIS INSTRUCTION OUTLINES THE PROCEDURE FOR NOMINATING CTWG MEMBERS FOR DECORATIONS SUCH AS "OF THE YEAR" AWARDS AND OTHER ACHIEVEMENTS

1. In order to eliminate confusion on the process on nominating deserving CTWG personnel for awards such as 'Of The Year' awards, Commanders Commendations, etc. the following procedure is to be utilized.
2. Table 1.0 on page 2 of this document outlines the award categories, special instructions and CAP Forms needed for submission.
3. Cadet of the Year and Cadet NCO of the Year nominations – each squadron commander is encouraged to nominate and submit a cadet officer for CoY and a cadet NCO for CNCOoY consideration. Groups may select a Group Cadet of the Year and Cadet NCO of the Year, but other cadets from their subordinate units will be considered for Wing honors.
4. ALL award nominations should be presented using CAPF120 unless otherwise specified like the Cadet of the Year and Cadet NCO of the Year which are presented on a CAPF58. All signatures should be obtained and the CAP Form along with any supporting documentation scanned and emailed to the following email address: awards@ctwg.cap.gov. Squadron and group personnel nominating individuals MUST 'cc' their respective group commanders.
5. ALL nominations will be considered and presented to the wing awards committee as long as they are presented in the proper format and via the process as outlined in this document.
6. Each nomination should include strong justification and all pertinent information in order for the committee to select the most deserving individuals for these awards.

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JAMES A. RIDLEY, SR., MAJ, CAP
Chief of Staff

Table 1.0 “Of The Year” Categories & Criteria

Award	Criteria	CAPF & Documentation
Aerospace Education Officer of the Year	<p>Outstanding aerospace achievement or contribution to the aerospace field during the last calendar year only.</p> <p>Must be a current CAP member.</p> <p>Aerospace achievement or activity should be significant – more than earning the Yeager Award or completing CAP training requirements. Nominee should be doing significantly more than would be expected of anyone in a similar position.</p>	<p>--Complete CAPF 120</p> <p>--Use format shown in CAPP15</p> <p>--Nominations should include a strong justification that supports an outstanding aerospace achievement or significant contribution to the aerospace field during the last calendar year</p>
Cadet of the Year & Cadet NCO of The Year	<p>Must demonstrate outstanding leadership in CAP as well as academic excellence in school; be at least a junior in high school. The nominee must have earned the Amelia Earhart Award and be a current CAP member.</p> <p>NCO – Same as above, must be at least an 8th grader or above. On top of application write <i>“Cadet NCO of the Year”</i></p>	<p>--Nominated from selected cadets within each squadron</p> <p>--CAPF 58 Nomination for Cadet of the Year with required attachments. (See CAPF58 for other documentation needs).</p>
Cadet Programs Officer of the Year	<p>Recognizes the Cadet Programs Officer who has contributed most to the CAP Cadet program.</p> <p>Squadron commanders are encouraged to recognize their CPOs if the honor is warranted.</p>	CAPF120 with justification.
Wing Chaplain of the Year (Senior Chaplain) <i>Note: Submitted by wing to NER for consideration, not a squadron nomination.</i>	<p>Limited to Wing, and Group chaplains. Selection criteria include attendance at wing, region and national conferences, completion of several training requirements, participation in emergency services and leadership with the civilian community. Have completed a minimum of 5 years of service in CAP.</p>	<p>--At least a major</p> <p>--Been a CAP chaplain for a minimum of 5 years</p> <p>--Person selected as Region Senior Chaplain of the Year becomes the nominee for the national award</p> <p>--Nominations are sent to Deputy National Chief of the Chaplain Service</p> <p>--One-page narrative stating justification for the award</p>

Squadron Chaplain of the Year	Limited to squadron chaplains to recognize an outstanding chaplain ministry at the squadron level. The nominee must have served at least 3 years as a chaplain and completed Level III.	--Given for outstanding chaplain ministry at the squadron level --Wing chaplains are to ensure the nomination complies with region award requirements --Person selected as Region Squadron Chaplain of the Year will become region's nominee for the national award --One-page narrative stating justification for the award
Character Development Officer of the Year	CDI who has brought credit to the Chaplain Service and CAP through excellence in moral leadership for CAP cadets	--Nominee needs designated 225 Specialty Track on record --Demonstrated the highest level of excellent in moral leadership for cadets --One-page narrative stating justification for the award
Communications Officer of the Year	Current member who has made significant contributions to the success of the CAP Communications Program. Selection is based on lifetime contributions rather than those accomplished only during the year of nomination.	--Nominations, in narrative form, submitted through channels --Based on member's lifetime contributions to the CAP Communications Program, not just the year of nomination
Counter Drug Officer of the Year	Recognizes a current member who has made significant contributions to the CAP Counterdrug Program. Counterdrug officers at any level are eligible. Based on member's lifetime contributions to the CD Program.	--Narrative nomination highlighting achievements and service record of member is needed.
Finance Officer (Director) of the Year <i>Note: Submitted by wing to NER for consideration, not a squadron nomination.</i>	Recognizes the Wing Director of Finance who has contributed the most to the financial management program during the previous 12 months.	--Wing/CC's letter of nomination should include the length of service and the member's specialty track accomplishments; --Include narrative detailing innovative procedures, superior initiative and exemplary contributions that distinguish the member as an outstanding financial manager --Considered also will be Financial Assessment Matrix ratings, Wing Financial Analyst reports and timeliness of year-end reports --National Commander or designee makes the final decision

Historian of the Year	Recognizes the CAP member who contributes most to keeping alive the history of CAP.	--Letter of nomination to the current National Historian or HQ CAP; should include name of individual being nominated, designation of the history prepared by that individual, and pertinent facts relating to the individual's nomination --Submission of an annual Wing History for the preceding year; needs to meet standards in paragraph 1-2a
Legislative Officer of the Year <i>Note: Submitted by wing to NER for consideration, not a squadron nomination.</i>	Recognizes the outstanding government relations or legislative officer who has contributed most to the success of CAP through legislative efforts. Based on the individual's efforts to recruit Congressional and state Legislative Squadron members, obtain state funding or assistance for the wing or region, and contributions to the success of CAP as a whole. Based on long-term contribution to the CAP legislative program, not just the accomplishments during the year of nomination.	Wing nominates and submits to Region. Region selects one nomination and forwards to HQ CAP/DV. Region nominations are reviewed by the Legislative Liaison Committee and recommendations forwarded to the National Command for final selection.
Logistician of the Year Award	Recognizes a member's significant contributions to the CAP Logistics Program that year. Criteria for selection include superior performance in logistics management, maintenance, supply and transportation.	CAPF120 with strong justification.
Safety Officer of the Year	Recognizes the Safety Officer who contributes most to the CAP Safety Program.	-- Nominations should be submitted for for person believed to have contributed most to the CAP safety program in the unit.
PAO of the Year <i>Note: Submitted by wing to NER for consideration, not a squadron nomination.</i>	Recognizes the wing public affairs officer who epitomizes the Public Affairs program.	Region public affairs officers will coordinate with respective region commander to solicit nominees from each Wing/CC. Region/CC will then nominate one wing PAO from region, detailing specific actions initiatives, and management of a diverse wing-wide public affairs program by the nominee during the previous calendar year. The National Director, Public Affairs, and National Headquarters Deputy Director, Public Affairs, may specify format and additional criteria

		for the award nomination. (Specific due dates are not included in the regulation but normally coincide with other awards selection process dates.
Senior Member of the Year	Recognized by the AFA; award is given annually to the senior member who has contributed most to the success of CAP's missions over the years. Selection is based on the member's lifetime contributions, not just accomplishments during the nomination year.	--Nomination describing the nominee's accomplishments in narrative form submitted through channels --Suggested information to be included is listed in CAPR 39-3
Squadron of Merit	Recognize the top CAP cadet or composite squadron in each wing	-- Using the criteria in CAPR 39-3, para 27a (1-5) and the data provided by HQ CAP, each Wing Commander will determine a Squadron of Merit for his/her Wing